Objectives

- Overview of CAS functions
  - Purchasing Assistance and info on Contracts
  - Invoice Approval
  - Personal Reimbursement Review and Approval
  - Centralized Billing
  - Issue payments to vendors

- Documentation

- **Year End Close**

- Which Year Am I?

- Provide Helpful Tools

- Question and Answer
Do You Need a Contract?

You do IF:

- If you have a contract #, add it in FOATEXT!

The vendor attaches terms, agreements and conditions to a quote or invoice.

The quote or invoice requires a signature by someone with Delegated Signing Authority at PSU.

E-mail contracts@pdx.edu for help.
PERSONAL SERVICES
CONTRACT (PSI)

PSC (short form) is now paid through PSI (Personal Service Invoice)

PSI forms are located at

http://www.pdx.edu/purchasing-contracting/

Always use this link in case form has any changes to it

COMPLETED AND SIGNED PSIs are to be sent directly to Campus Accounting Services.
• Dollar threshold is $5,000 per PSI
• $5K threshold per department, not per index
• No splitting payments to avoid $5K threshold
• One payment only per PSI!
• Service must be performed within 3 weeks of payment
• Must have all appropriate signatures (ex. Payee, Department Authorized Signature)
• No alterations of PSI form of any kind. If vendor needs alterations, CAPS must be involved
CAS Functions

- Invoice approval
  - Audit Invoices
  - Final approval on invoices
- Personal reimbursement review and approval
  - Hosting
  - Other reimbursements
- Centralized billing
  - Create invoice to pay bill
  - Prepare JV to expense appropriate departments
- Issue payments to vendors
  - Checks-only on Wednesdays
  - Direct Deposit-daily
- Month, Quarter, & **Year End** Close
- Purchasing assistance-Vendor Set-up
Purchasing Assistance

- Operating supplies? Check out ePSU (CAPS)
- Use P-CARD
- $25,000 or over? Use Purchase Order
- Vendor Setup
  - Forward all address change requests to vendset@pdx.edu
  - W9 needed for new vendors—these should be faxed to 503-725-3400 or hand delivered
  - Forward all bankruptcy/assignment notices to CAS
BANNER TRAINING

- Contact Dan Weiss at fishelp@pdx.edu
- Banner Training Opportunities online

- Intro to Banner
- Direct Pay Invoicing
- Purchase Orders
- Regular Pay Invoicing

Next one is Friday, May 8th, 1pm – 2pm
FOIDOCRCH is your friend!
### VENDOR HISTORY

**Vendor:** Paimee Mooney  
**Vendor ID:** 987654321

<table>
<thead>
<tr>
<th>Vendor Invoice</th>
<th>Invoice Date</th>
<th>Approval</th>
<th>V/C</th>
<th>Memo</th>
<th>Paid</th>
<th>Cancel</th>
<th>Vendor Invoice Amt</th>
<th>Due Date</th>
<th>Check Date</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>25-AUG-2014</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>$100.00</td>
<td>25-AUG-2014</td>
<td>27-AUG-2014</td>
<td>104855644</td>
</tr>
<tr>
<td>1002</td>
<td>09-SEP-2014</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>$250.00</td>
<td>09-SEP-2014</td>
<td>10-SEP-2014</td>
<td>104856431</td>
</tr>
<tr>
<td>1003</td>
<td>29-SEP-2014</td>
<td>N</td>
<td>N</td>
<td>O</td>
<td>N</td>
<td></td>
<td>$300.00</td>
<td>29-SEP-2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:**
Invoice Approval

- Approval Queues
  - Record of approval/Separation of Duties
  - Need to ensure proper people in queues (2+)
  - Review queues to ensure accuracy

- **Direct pay invoices** route through approval queues to a department approver before CAS

- **Regular pay invoices** will route directly to CAS (because PO has already been approved by department)
Invoice Approval Cont...

- Items to note on invoice
  - Banner Invoice #
  - Index Code
  - Account Code
- Payment due date in Banner
  - Please take into consideration
    - Is payment direct deposit?
    - Is it printed check?
      - Only cut Wednesdays
      - Plan ahead
  - Approved at department level and CAS
Still not approved? Check your queues!

- Queues:
  - Queue ID: DPA
    - Queue Description: BAO DIRECT PAY INVOICE AUDIT
    - Queue Level: 1
    - Approval Level: +
  - Queue ID: Z28D
    - Queue Description: CAHN GRANTS DPA
    - Queue Level: 1
    - Approval Level: 
  - Other queues and users listed in the screenshot:
    - DPA
    - User: Ashley Dehr
    - User: Corazon Alloway
    - User: Alan Finn
    - User: Jason Abbott
    - User: Jarred Trapp
    - User: Beth King
    - User: Manessa De Leon
    - User: Noor Delaughn
    - User: Shena Schriest
    - User: Sarah Webenson
    - User: Laurel Tracy
    - User: Linda Troupe

Note: '+' indicates what will be approved.
Final notes on Invoice Approval

- Special handling?
  - Does something need to be attached to payment?
    - ACH vendors should have attachments scan to them
    - Documentation can be sent in with cut check
  - Does payment need to be picked up?
  - Have you selected 1 instead of M on the invoice?
  - Did you attach a special handling form?
Personal Reimbursements

Hosting Rates!
- $16.25 breakfast
- $16.25 lunch
- $32.50 dinner

(These rates apply to reimbursements and invoices)

- Attach agenda, list of attendees, and original itemized receipt
- Allowable vs. Unallowable hosting
- Hosting rates include tip

You may use the Pcard for hosting charges.

Being able to charge hosting on the Pcard should dramatically reduce Personal Reimbursements! We are providing one more avenue to not have to use personal funds for PSU purposes.
PERSONAL REIMBURSEMENT STEPS

Fill out forms and attach all original receipts

Get Authorized Departmental Signatures

Send to CAS

New signature authorization forms should be sent to Tami Nguyen, thien@pdx.edu
Things to note on personal reimbursements:

- Vendors address should not be their work address
- Clear business purpose
- Make sure the person signing for departmental approval:
  - Has filled out a signature authorization form
  - Is able to sign for the index code provided
- Index and account code section is filled out
- If on a grant, a third signature from SPA should be included
- All original signatures

Should be received by FAST-CAS within 60 days of purchase
Personal Reimbursements Cont...

- **Reimbursable expenses:** hint hint, Pcard can be used on all below!!
  - Supplies
  - Workshop Registration
  - Memberships
  - Hosting with-in guidelines

- **Non-Reimbursable Expenses:**
  - Alcohol
  - Flowers/gifts
  - Personal charges
  - Decorations for office
  - Breaking hosting guidelines
  - Services
Documentation for personal reimbursements:

<table>
<thead>
<tr>
<th>Proof of items purchased</th>
<th>Proof of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Bank statement</td>
</tr>
<tr>
<td>Itemized receipt</td>
<td>Charge card tear slip</td>
</tr>
<tr>
<td>Web purchase confirmation</td>
<td>Credit card statement</td>
</tr>
<tr>
<td>Itemized receipt showing method of payment</td>
<td></td>
</tr>
</tbody>
</table>

- What is invalid documentation?
  - Quote
  - Invoice
  - Charge card tear slip
Centralized Billing Through CAS

- Make sure to provide accurate information to vendors and to FAST-CAS upon request.

- Vendors:
  - Aramark-Billed weekly-hosting rules still apply
  - Clean Copy-Billed monthly
  - Oregonian-Billed monthly
  - FedEx Office-Billed monthly
  - Stevens IS-Billed monthly
  - Emma-Billed monthly

No more centralized Costco account
Issue Payments to Vendors

Payment Methods
- Check
  - Run once a week (Wednesdays)
  - Mailed out
- Direct Deposit (ACH)
  - Run every day
  - Notification
  - Efficient
  - Forms w/ HR

Problems with Payment
- Lost/stolen checks
  - Lost check statement
  - Notify Cindy Waugh at Waugh@pdx.edu
FISCAL YEAR END CLOSING
Year End Close

Deadlines are critical
- Reimbursements, Invoices, and JVs are due to CAS July 6th, 5:00 pm (see UFS website for complete closing schedule)

Department Approval queues are staffed
- People are here and approving
- Proactive-start early

Original documents are in CAS for approval
- Documents must be in our office by above deadline
- **Documents have already been approved by dept by deadline**
SO WHAT IS DIFFERENT AT FISCAL YEAR END?

- PREPAID PROGRAM CODES
- ACCRUALS
- KEEP CHECK ON YOUR APPROVAL QUEUES
- CREDITS USED
- CHECKS TO BE VOIDED TO CAS
- ALL INVOICES and REIMBURSEMENTS PAID FOR FY15
- HELP CAS KEEP TRACK OF CORRECT ACCOUNTING PERIOD TO RECORD EXPENSES
- TRANSACTION DATE IN BANNER IS CRITICAL
- ALL ACCOUNTING ERRORS CORRECTED
WHY WE DO WHAT WE DO AT FYE

Accounting Methods

- Cash
- Accrual
- Modified Accrual
CASH CLOSE

10 AM
Vendor Refund Checks to Cashiers in NH

10 AM
Voided checks to CAS

10 AM
Final Check run for FY15
ACCRUAL DEADLINE

5 PM
Accounting at PSU

Prepaid Expenses
Accrued Expenses

Expenses and revenue are matched, both recorded in same accounting period

Accrual Basis
Matching Principle
Prepaids

Pay beforehand for goods or services (in advance)
Recorded on financial statements as assets for FY15
Recorded on financial statement as expenses for FY16

Examples:
- Subscriptions
- Memberships
- Software licenses
- Conferences
PAY ATTENTION TO PROGRAM CODES

**PREPAIDS**... Transactions must have **PREPAID** PROGRAM CODES:

- 0XXXX becomes 99602
- 1XXXX becomes 99620
- 2XXXX becomes 99630
- 3XXXX becomes 99640
- 4XXXX becomes 99650
- 5XXXX becomes 99660
- 6XXXX becomes 99670

Except for Grants and Foundation
**PRE-PAIDS IN BANNER**

Enter your index code:

<table>
<thead>
<tr>
<th>COA</th>
<th>Year</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOAPAL automatically populates:

<table>
<thead>
<tr>
<th>COA</th>
<th>Year</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>14</td>
<td>BAO600</td>
<td>001077</td>
<td>640320</td>
<td></td>
<td>01500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Manually change program code to prepaid code:

<table>
<thead>
<tr>
<th>COA</th>
<th>Year</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
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</tr>
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<tbody>
<tr>
<td>D</td>
<td>14</td>
<td>BAO600</td>
<td>001077</td>
<td>640320</td>
<td></td>
<td>99670</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accruals

Pay later for goods or services

Recorded on financial statements as expenses/liability for FY15
There is no effect on financial statement for FY16

Examples:

- Hosted meals on June 30th (Aramark)
- Maintenance done on June 30, invoiced late July
- Office supplies arrived by June 30 but invoice later in July
Goal is to have no surprises. If invoices come in after July 6th, expenses still get charged to indexes. CAS prepares journal voucher to account for ALL FY15 Expenses.

HOW CAN DEPARTMENTS HELP CAS?...
CONTACT YOUR VENDORS

- Don’t let late invoices SURPRISE you!!

- Make sure all invoices for FY15 are received by your department in time to get entered in Banner, approved by your department, and to CAS by July 6th
Make sure you have approved everything in your queue.
USE UP YOUR CREDITS!

Be sure and select same VP address for credit memo as original invoice!
VOIDED CHECKS TO BE CANCELED IN BANNER

Due When?  Due Where?
If you have any personal reimbursements that need to be processed, get them into CAS by July 6th.
Pay close attention to **July** invoices. Mark FY 16 on invoices where goods were **not** received by June 30\(^{th}\), or services not performed by June 30\(^{th}\).
TRANSACTION DATE IS KEY

Use Transaction Date of June 30th or prior
WHAT NOT TO DO

NO STOCKPILING

Remember:
ONLY GOODS THAT HAVE BEEN RECEIVED BY JUNE 30th or SERVICES PERFORMED BY JUNE 30th CAN BE EXPENSED IN FY15!
Mistakes at FYE are not good...

- Incorrect individuals signing forms (check out new signature authorization form)
- Missing signatures on forms
- Signing on behalf of someone else
- Selecting a VO or CU address for invoices instead VP
- Incomplete backup documentation for hosting expenses
- Incorrect Account codes
- Selecting different VP addresses with credit memo
WHICH YEAR AM I?
WHICH YEAR AM I?

- I ordered staplers online and they did not come in until July 3rd. Which year am I?

FY16
I bought pens for a book signing event way back in March and paid for it with my own money. I just found the receipt on my desk and I really want to get paid. It is August 4\textsuperscript{th}. Which year am I?

\textbf{Unless...}
WHICH YEAR AM I?

I paid a deposit on an event that will be held July 8\textsuperscript{th}. Which year am I?

FY16
I ordered a printer early in June. I thought I ordered it in plenty of time because I need it to go against FY15 budget. I just found out it will not come in until July 10th!!! Which year am I?

FY16
WHICH YEAR AM I?

- Toner received June 29\textsuperscript{th}. Invoice comes in July 1\textsuperscript{st}. Which year am I?

FY15

And...what else needs to be done?
WHICH YEAR AM I?

- Vendor sends invoice on July 15th for dinner hosted by PSU on June 29th by English department as they are interviewing candidates for a faculty position for Fall. Which year am I?

FY15
AND YOUR FINAL ANSWER IS...

Where do I go to find the prepaid program codes?

a) Call CAS
b) Email CAS
c) Go to UFS website under fiscal year end section
d) All of the above
e) None of the above
I ordered a fax machine online June 15\textsuperscript{th}. (Invoice not due until goods are received.) It is June 29\textsuperscript{th} and I just received a phone call that it will not be delivered until July 2\textsuperscript{nd}. It MUST go against FY15 budget. What can I do?

a) Pay for it anyway before receiving it so it will go against FY15

b) Cancel the order, go to Best Buy and purchase a fax machine and turn in my approved reimbursement no later than July 6\textsuperscript{th} to CAS

c) Too bad, looks like I can’t have a fax machine

d) Have the vendor send the invoice (even though fax still doesn’t get here until after June 30\textsuperscript{th}) and accrue invoice to go against FY15 expenses.
Helpful Resources

All found on UFS website
www.pdx.edu/financial-services

- W/9
- Authorized Signature Form
- Personal Reimbursement Form
- Special Handling Form
- Hosting Guidelines
- Personal Reimbursement Guideline
- Invoice Approval Quick Guide
- AP FAQs
We are Here to Help

- Payables email - campusaccounting@pdx.edu
- Vendor setup email - vendset@pdx.edu
- Laurel - tracyl@pdx.edu  5-4918
- Geoffrey – wishart@pdx.edu 5-4372
- Beth - king4@pdx.edu 5-9825
- Dan – dweiss@pdx.edu
Welcome to Portland State University Accounts Payable Policy Training

Thank you for attending!